



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date 10-29-71	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. GDPH - 5		Date Received DEC 10 1971	Application No. 48	Date Completed DEC 14 1971
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Solid Waste Management Service 47 Trinity Avenue, S.W.		4. Person to Contact Mr. Mose McCall		
		5. Working Title Director, Solid Waste	6. Tel. No. 656-4887	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1967 - 1971	9. EXACT SERIES TITLE Solid Waste County Resources <sup>case</sup> File
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10. What function performed resulted in creation of this series

As the Solid Waste Program grows in magnitude and scope of operation, a county by county resource data file is needed to relate demographic, economic background, and political data of the county considering a Solid Waste Program. This material is used to determine the financial capability of the county to undertake a responsible Solid Waste Management System.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

This series consists of Environmental Health Surveys, Soil Surveys, Economic Profiles, and demographic studies of the counties in Georgia.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers				Cu. Ft. of Records			
Letter-size File Drawers	2	3		Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)				
Legal-size File Drawers			By Annual Accumulation		This Year's	Last Year's	Preceding Year's	All Prior Years'			
				AVERAGE DAILY REFERENCES	5						

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

**Historical and Research Value of the Solid Waste Program**

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Until new information is available - Mr. Mose McCall - Director, Solid Waste

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER After updating of material, then:

A. ☐ Destroy immediately

Maintain in current files area. As updated material becomes available remove and destroy obsolete material.

destroy remainder.

3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by	Recommendations provided by	Approved for Division Date	Records Management Officer Date
	<i>M. McCall III</i>	<i>W. S. Sprunck</i>	<i>Dougherty/Henry 10-28-71</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>John H. Venable, M.D.</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hart</i>	Date <i>12-10-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Ben W. Jordan Jr.</i>	Date <i>12-13-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Tommy Carter</i>	Date <i>12-13-71</i>